



A STEP BY STEP GUIDE: STARTING A DUI TASK FORCE IN YOUR COUNTY

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Montana Code Annotated 61-2-106 authorizes the governing body of a county to appoint a task force to implement a county drinking and driving prevention program designed to:

- a. Prevent driving while under the influence of alcohol.
- b. Reduce alcohol-related traffic crashes.
- c. Educate the public on the dangers of driving after consuming alcoholic beverages or other chemical substances that impair judgment or motor functions.

Alcohol-related crashes throughout the state result in more severe injuries than crashes not involving impaired drivers. According to the State Highway Traffic Safety Bureau, almost half (43.8%) of the 226 fatal crashes in Montana during 2006 were alcohol related.

We hope you will consider forming a DUI Task Force in your county to help reduce the number of alcohol-related deaths and injuries on Montana's roads.

Links to the Montana codes regarding the DUI Task Forces:

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-106.htm>

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-107.htm>

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-108.htm>

Counties with state-approved **Driving Under the Influence (DUI) Task Forces** receive funding to support their drinking and driving prevention programs from half of the \$200 DUI license reinstatement fees collected by the state in their county (**see enclosed driver's license reinstatement fees disbursement chart**).

The funds are dispersed in quarterly installments (*state fiscal year: July 1 – June 30*) by way of electronic deposits the County Treasurer.

STEP 1



OBTAIN AUTHORIZATION FROM COUNTY COMMISSIONERS.

The County Commissioners must be on board in order to proceed.

The County Commissioners must sign off on the annual DUI Task Force Work Plan **cover page** (**see enclosed template**) prior to submitting it for approval by the Governor's Representative for Highway Safety.

STEP 2



RECRUIT DUI TASK FORCE MEMBERS.

Collaboration begins with the selection of resource people who have experience in dealing with the particular issue and understand the common goal. Broad-based representation that includes youth and diverse cultures is critical. You can recruit members of specific organizations yourself and/or send out a news release announcing the formation of a DUI Task Force seeking community stakeholders interested in participating as a member of the group. If the media does not follow up on it, you may want to place a paid ad in the newspaper.

Task Force Work

Ask the task force to identify the principal problem areas (*based on county-specific data*) and establish subcommittees to address each area. These might include:

- Enforcement
- Prosecution
- Rehabilitation
- Public Education
- Data and Reporting
- Legislation

Support Staff

If feasible, the county official creating the task force should, at the same time, designate the agencies responsible for providing support staff. Appointment of an adequate number of personnel is essential for the efficient coordination of the task force.

Staff size will reflect the governmental level and scope of the task force effort, however, staffing must be sufficient to provide prompt assistance at all times. Support personnel can range from a composition of one part-time planner/organizer, but supplemental manpower should be made available from agencies represented on the task force.

Responsibilities of support personnel could include the following tasks:

- Provide administrative support for Task Force Coordinator, e.g. prepare meeting minutes, assist in conference room set-up for meetings.
- Assist committees in the fulfillment of their goals and objectives.
- Investigate and analyze funding resources.
- Oversee development of printed materials.
- Assist in conducting public hearings.
- Provide ongoing development and technical support to the task force, under the guidance of the Task Force Coordinator.

Building a Team – Recommended Partners

Below is a list of community sectors that could potentially be represented on your DUI Task Force. Even though the task force may start small, a goal should be to work towards representation from all of these sectors.

- **Law Enforcement** (police; sheriff; highway patrol; adult probation & parole)
- **Justice** (city attorney; county attorney; municipal, justice & district court judges)
- **Health & Safety** (health department; hospitals; EMS; fire departments)
- **Treatment** (rehabilitation services; ACT program for DUI offenders; MIP classes)
- **Government** (state legislators, county commissioners, mayor, city officials)
- **Fish, Wildlife & Parks**
- **Faith-based Community**
- **Alcohol Beverage Industry** (taverns, restaurants, convenience stores, beer distributors)
- **Insurance Carriers**
- **Education Sector** (schools, colleges, universities)
- **Business Sector**
- **Civic Clubs** (Lions Club, Exchange Club, Rotary Club, Elks Club)
- **Media** (newspaper, radio, TV, Internet)
- **Automotive and Motorcycle Dealerships**
- **Other Community Stakeholders/Traffic Safety Advocacy Groups**
(*Safe Kids/Safe Communities* coalitions, MADD & SADD chapters, Montana Community Change Project, *Safe & Drug Free Communities* coalitions)

Recommendation

Once your Task Force members have been recruited, ask your County Commissioners to adopt a resolution naming the agencies they represent.

Naming agencies rather than individuals allows for an easier transition in the event member(s) resign and are replaced by others.

STEP 3



ORGANIZATIONAL MEETING.

Once members are appointed and staff support assigned, an organizational meeting should be held to launch the task force. An identified highway safety champion must serve as a catalyst and call the first meeting.

Scheduling the meeting in an executive-level office, including a public statement from the officials who initiated the task force, and arranging media coverage will lend importance to the project and stimulate public awareness of the DUI problem.

Per Montana Code Annotated 2007 61-2-106, “Task force meetings are open to the public. The task force shall give notice by publication in the community meeting announcement section of a newspaper of general circulation in the county.”

MEETING AGENDA

Following introduction of the task force members and a brief summary of the issues viewed from the perspective of each member’s expertise, the meeting could include these agenda items:

- overview of the nature and complexity of the problem (national, state, and local)
- statement from victims (if appropriate) to accentuate the urgent need for viable solutions.
- statement of purpose, goals and objectives
- adoption of basic principles as foundation for research and recommendation
- committee formation
- organizational matters (e.g., establishing date, time, and place of future meetings, explanation of staff function, etc.)
- review of evaluation procedures/format/techniques
- determination of committee assignments (assignments often determined by the task force coordinator/chairman and staff)

MEETING SCHEDULE

Establish a regular meeting schedule that is not burdensome but sufficient to allow the group to function effectively. The group may meet one evening each week for one or two months and then meet perhaps once a month.

Meeting schedules vary from one DUI Task Force to another. Some meet monthly, quarterly or semi-annually.

*Accountability and transparency are important: **Maintain records** of meeting agendas, minutes and sign-in sheets.*

Appoint a Coordinator/Chairman (paid* or volunteer position).

**An allowable expenditure of DUI Task Force funding is the Coordinator's time.*

Strong leadership is critically important to a task force at every stage of development.

This individual should have:

- skills in group dynamics
- knowledge of and credibility with law enforcement, driver licensing, courts, etc.
- an objective view
- political savvy and knowledge of how “things get done” in your community

DUI Task Force Coordinator responsibilities:

- Implement and monitor the County DUI Plan and budget.
- Administer DUI overtime contracts with local agencies (law enforcement, probation & parole, etc.).
- Serve as liaison to the media, the State Highway Traffic Safety Office and other community and state groups.
- Participate in the annual statewide DUI Task Force meeting hosted by the State Highway Traffic Safety Bureau.
- Maintain accountability and ensure reporting requirements are met.
 1. Per MCA 61-2-106, each year the Task Force must submit the following to the county governing body:
 - (a) a budget and a financial report for each fiscal year
 - (b) an annual report containing but not limited to:
 - i. an evaluation of the effectiveness of the program
 - ii. the number of arrests and convictions* in the county for driving under the influence of alcohol and the sentences imposed for these convictions

**Please note: This information must currently be collected locally. Within the next year, the Montana Department of Transportation will have access to the FullCourt database and will be able to provide this information to the DUI Task Forces.*

- iii. the number of alcohol-related traffic accidents in the county
 - iv. any other information requested by the county governing body and considered appropriate by the task force
2. Ensure meetings are properly organized and documented. **
 - (a) agendas are prepared and sent out in advance
 - (b) sign-in sheets and minutes of meetings are kept
 3. Ensure the budget is properly managed. **
 - (a) Budget report is provided at each meeting
 - (b) Contracts are properly managed and reimbursed based on provision of services, adequate reporting, and submission of invoices.
 - (c) Maintain records that can withstand an audit.

***The coordinator may fulfill these functions, or the task force may choose to appoint a secretary and treasurer.*

STEP 4



DEVELOP A CLEAR MISSION STATEMENT & STRATEGIC PLAN

Don't do this alone! Carry out the planning steps in consultation with your DUI Task Force members. The result will be a more robust work plan.

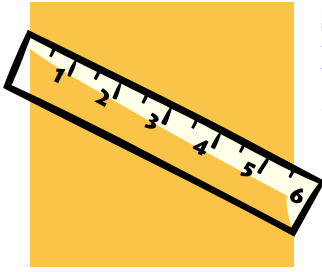
A well-thought-out work plan is a critical part of supporting the statewide effort and helps keep the focus on the big picture. What are you trying to achieve and why? That's an easy question to answer with the help of the State Highway Traffic Safety Bureau's ***Problem Identification*** document and **county-specific crash data** that can be accessed from the Montana Department of Transportation website: www.mdt.mt.gov Click "Publication" on the top banner; then click on "Statistics and Data" or go to www.mdt.mt.gov/publications/datastats.shtml

Census data may be easily obtained online from <http://quickfacts.census.gov/qfd/states/30000.html> and <http://ceic.mt.gov/>.

If you need additional data or help interpreting the data, please contact Jack Williams at the State Highway Traffic Safety Bureau -- (406) 444-3298 or jawilliams@mt.gov.

Recommended Resource:

- **Montana DUI Task Force Toolkit – FREE.** To request a copy contact the State Highway Traffic Safety Bureau at 406-444-7411 or 406-444-0809.



Size Matters: Think BIG!

DUI Task Forces come in various sizes depending on the amount of funding generated by the DUI convictions in each county (*see enclosed driver's license reinstatement fees disbursement chart*) and additional revenue sources (grants, community contributions, service fees, etc.). A broad, credible membership representing every sector of the community is important in providing "social capital" to give task forces ready access to key community leaders, media outlets and funding sources. Task forces with strong ties to the community are often able to continue even after a major funding source disappears and to appeal effectively for local funds for innovative new programs.

The enclosed DUI Plan template is intended as a model format. The amount of funding your county receives will impact how ambitious your Plan is. Counties receiving less than \$5,000 annually may choose to form multi-county DUI Task Forces. Examples of this approach:

- Custer/Rosebud/Powder River County DUI Task Force
- Richland/McCone/Sheridan County DUI Task Force

Multi-County DUI Task Forces:

Advantages

- One coordinator completing paperwork for the state
- Pooling of volunteers, reduction of meeting times
- Pooling of reinstatement fees (i.e. McCone County would have only received \$200 one year, but because of the tri-county task force, McCone could share in the almost \$5,000 collected)
- Sharing information and projects
- Implementing the same projects across an entire region instead of only one county, effectively spreading the coverage of a message
- Collaboration over an extended region in a unified voice

Disadvantages

- Hard to get equal coverage across entire region, especially in less populated areas
- The home county of the lead agency tends to get more attention
- May be difficult for all task force members to come to all task force meetings (to help, may want to rotate meetings into the outlying, less populated counties a couple times a year)

Recommended Components of DUI Plan (based on county-specific data)

- **Enforcement:** Increase risk perception that impaired driving will result in an arrest (provide overtime funds for increased DUI patrol activity, alcohol compliance checks, kegger and bar patrols; fund DUI-related equipment and processing supplies).

Recommendation

Use the enclosed template as a starting point.

Use the checklist provided to make sure your plan package is complete.

- **Prosecution/Adjudication:** Increase risk perception that a DUI arrest will result in a conviction
 - provide monetary support for DUI-specific training for prosecutors and judges
 - implement and support visual trial technology
 - start/support a DUI Court
- **Policy & Legislation:** Increase probability that impaired drivers will be subject to swift, sure and appropriate sanctions through support of rigorous DUI laws. Support **environmental strategies** such as social host ordinances and compliance checks of businesses that sell alcohol. *(Environmental strategies are focused on changing aspects of the environment that contribute to the use of alcohol and other drugs. Specifically, environmental strategies aim to decrease the social and health consequences of substance abuse by limiting access to substances and changing social norms that are accepting and permissive of substance abuse. They can change public laws, policies and practices to create environments that decrease the probability of substance abuse.)*
- **Education/Awareness:**
 - Designated driver programs
 - Age-appropriate transportation alternatives
 - Responsible Alcohol Sales/Service trainings
 - DUI Crash Scene Re-enactment Programs
 - Victims' Impact Panels
 - Fatal vision goggle programs
 - Cops & Docs Campaign
 - Empty Dinner Party
 - Public Information & Education (PI&E) Campaigns
- **Media Advocacy:** is defined as the strategic use of mass media and community advocacy to advance environmental change or a public policy initiative. In this context, media is a tool, not an end in itself, but a means to an end. Through media advocacy, your organization frames the issue to show its importance to the community. The media can be the most efficient way to communicate with the largest audience possible in the least amount of time.

**SUPPORT PRIMARY SEAT BELT
LEGISLATION**

The best defense against the unpredictable actions of an impaired driver is a safety belt.

In the last five years, 1,063 drivers and passengers died in vehicle crashes on Montana roads. **More than 70 percent – 751 people – were not wearing their seat belts.** Single vehicle, run-off-the-road crashes cause over 60 percent of the fatalities in Montana – most due to ejection from the vehicle.

You can use the media to:

- **Inform** the public about what really causes or contributes to problems in your county.
- **Recast** these problems as social concerns that affect everyone, not just a select group.
- **Encourage** community members and their leaders to find out more about the problems and to get involved in solving those problems.
- **Promote** services within your community that address the problems.
- **Change** the way key decision-makers and the general public look at community issues or problems.

- **Create** a reliable, consistent stream of publicity or media focus for your Task Force's issues and activities.
 - **Explain** how these problems could and should be solved.
 - **Motivate** community members and policy makers to get involved.
- **Monitoring Convicted DUI Offenders:** Increase risk perception of felony DUI offenders of being caught in violation of conditions of supervision with regards to alcohol consumption. The task force may fund overtime shifts for Probation and Parole officers to accompany plain clothes law enforcement officers on bar checks to assist in the identification of any felony DUI offenders and to conduct random home visits to conduct breath testing.
 - **Other Interventions:** Support treatment and other rehabilitation programs. Support peer-led programs that provide guidance and healing for families and friends affected by alcoholism, e.g. Al-Anon, Alateen, and Students Against Destructive Decisions (SADD).
 - **Evaluation:** Evaluation should be tied back to your county-specific data, and should begin while your Plan is under development, *not* after your Plan is complete.

**MAKE
IT
MEASURABLE**

Establish concrete criteria for measuring progress toward the attainment of each goal set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

Note: Your Plan must delineate:

- **specific goals**
- **objectives**
- **strategies/activities**
- **timelines**

STEP 5



SUBMIT DUI TASK FORCE PLAN & BUDGET FOR REVIEW

Email or mail your proposed Plan and Budget to:

Lonie Hutchison, DUI Task Force Facilitator*
hutchisonl@ho.missoula.mt.us
 Missoula City-County Health Department
 Health Promotion Division
 301 West Alder Street
 Missoula MT 59802

Once your plan has been reviewed, Lonie will mail your proposed Plan and Budget to the Montana Department of Transportation for final review and approval by the

**To facilitate development of County DUI Task Forces, the Montana Department of Transportation has contracted with Lonie Hutchison from Missoula County to assist counties interested in forming county DUI Task Forces and provided technical assistance to both new and existing task forces.*

Lonie's was chosen for the position of DUI Task Force Facilitator because of her 20 years experience as Missoula County DUI Task Force coordinator. Lonie is responsible for reviewing your proposed Plan and forwarding it to the Governor's Representative for Highway Safety for approval.

Governor's Representative for Highway Safety. She will notify you when your plan has been approved for the coming state fiscal year.

Exhibits

Links to the Montana codes regarding the DUI Task Forces:

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-106.htm>

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-107.htm>

<http://data.opi.state.mt.us/bills/mca/61/2/61-2-108.htm>

Driver's license reinstatement fees disbursement chart

Map showing current DUI Task Forces

DUI Plan template

DUI Plan checklist